



CUBASE ESSENTIAL₄

Personal Music Production System



Revision and Quality Control:

Cristina Bachmann, Marion Bröer, Heiko Bischoff, Sabine Pfeifer

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Release Date: January 30, 2008

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Menu Reference

Introduction

This manual lists all main menu items in Cubase Essential for quick reference. For any further information, please refer to the Operation Manual.

Cubase Essential menu (Mac OS X only)

About Cubase Essential

Opens a window with information about the Cubase Essential version number etc.

Preferences...

The Preferences dialog contains various settings and options. The dialog has several pages that you access by selecting items in the Finder-like list on the left. To make settings without closing the dialog use the Apply button.

Use the Help button in the dialog for information about the items on the selected page.

Quit

Quits the program. If there are any unsaved changes in an open project, you will have the option of keeping these or discarding them before the program quits.

File menu

New Project

This item allows you to create a new untitled project. A list appears, allowing you to select an empty project or a project template. The factory templates are preconfigured setups to suit various types of projects. A project can be saved as a template, and will then appear on this list.

After making a selection, a project file dialog appears, allowing you to specify a folder where all files relating to the new project will be stored. Select an existing folder or click the Create button to create a new folder.

Open...

This item opens a file dialog allowing you to locate and open saved project files. Cubase Essential Project files have the extension ".cpr". Several projects can be open at the same time, but only one can be active. The active project is indicated by a blue button at the top left corner of the Project window.

Close

Closes the active window. If the Project window is active, the corresponding project will be closed.

Save

Saves any changes made to the project since you last saved. The Save command stores the project under its current name and location.

Save As...

Save As allows you to specify a new name and a new project folder for the project.

Save Project to New Folder...

This item allows you to save the project into a new empty folder. It has some additional features that can be used for archiving purposes.

When a new empty folder has been selected, a dialog appears where you can change the name of the project and set the following options:

- You can choose to minimize audio files.

This will crop files based on the audio clips referenced in the project. As the clips used in the project may be references to much larger audio files, this can reduce the project size significantly.

- You can apply Freeze Edits.

This will make all processing and applied effects permanent for clips.

- You can choose to remove all unused files.

When you save a project to a new folder, all files relating to the project based on the options set will be saved in the new project folder. The contents of the original project folder will be left untouched. If you are absolutely certain that you do not have any further need for the original project files, you can delete them.

Save as Template...

You can save any project as a template. When you create a new project, the available templates are listed, allowing you to base the new project on the selected template.

Saved templates will contain everything that was in the original project, including clips and events.

Revert

This menu item allows you revert to the last saved version of a project. If any new audio files have been recorded since you last saved, you have the option of keeping or deleting these.

Page Setup...

This item opens the standard Page Setup dialog, used for deciding about paper formats etc., before printing a score. The item is only available when the Score Editor is open.

Print...

Opens the standard Print dialog, allowing you to select which pages to print, how many copies of each etc. This item is only available when the Score Editor is open.

Import

Option	Description
Audio File...	This command lets you import audio files directly into a project. The imported file will be placed at the current cursor position of the selected audio track.
Audio CD...	Opens the Import from Audio CD dialog where you can import audio from CDs. For details use the Help function in the dialog.
Video File...	Opens a file dialog allowing you to import a video file onto the video track. You do not have to create a video track before importing, it is automatically created. The imported video will be placed at the current cursor position.
MIDI File...	You can import Standard MIDI Files of Type "0" (all data on single track) or Type "1" (data on several tracks). When you import, you can choose to import the file into the current project, or to create a new project.

Export

Option	Description
MIDI File...	Allows you to export MIDI tracks as standard MIDI files.
Audio Mixdown...	Allows you to mix down and export an output bus. In Cubase Essential you can also export an audio track channel or any kind of audio channel in the mixer (including VST instrument channels, FX channels, Group channels and ReWire channels). The resulting mix is saved as a file on your hard disk, complete with effects, automation EQ etc., in one of several file formats.

Cleanup...

The Cleanup function helps you to save hard disk space by locating unused files which you can delete in the project folders on your disk.

Preferences...

⇒ Under Mac OS X, the Preferences dialog is accessed from the Cubase Essential menu.

The Preferences dialog contains various settings and options. The dialog has several pages that you access by selecting items in the Explorer-like list on the left. To make settings without closing the dialog, use the Apply button.

Use the Help button in the dialog for information about the items on the selected page.

Key Commands...

The Key Commands dialog allows you to specify key commands for virtually any Cubase Essential function, as well as customize existing key commands to your liking. Use the Help button in the dialog for information about the items in the dialog.

Recent Projects

This submenu provides shortcuts to the most recent projects you have been working with. The list is chronological with the most recent project at the top of the list.

Quit

⇒ Under Mac OS X, this item is accessed from the Cubase Essential menu.

This quits the program. If there are any unsaved changes in an open project, you will have the option of keeping these or discarding them before the program quits.

Edit menu

Undo/Redo

Cubase Essential offers wide-ranging, multiple Undo, allowing you to undo virtually any action you perform.

- To undo the last performed action, select Undo from the Edit menu, or use the corresponding key command (by default [Ctrl]/[Command]+[Z]).

If you select Undo again, the previously performed action will be undone, and so on.

- To redo the last undone action, select Redo from the Edit menu, or use the corresponding key command (by default [Ctrl]/[Command]+[Shift]+[Z]).

Undone actions will be available for Redo until you perform another action (at which point the "Redo Stack" is cleared – see "History..." below).

- ⚠ You can specify how many levels of Undo should be available with the "Maximum Undo" setting on the General page in the Preferences on the File menu.

History...

The Edit History window contains a graphical representation of the "Undo Stack" (the performed actions, with the most recent action at the top of the stack) and the "Redo Stack" (the undone actions, with the most recently undone action at the bottom of the stack). The two stacks are separated by a divider line.

The Edit History dialog allows you to undo or redo several actions in one go, by moving the divider between the Undo Stack and the Redo Stack (in essence, moving actions from the Undo Stack to the Redo Stack, or vice versa).

Cut/Copy/Paste

You can cut or copy selected events (or selection ranges) and paste them in again at the current cursor position on the original track(s).

Paste at Origin

This will paste an event at its original position, i.e. where it was originally cut or copied from.

Delete

This will delete all selected events.

Split at Cursor

This splits selected events at the cursor position. If no events are selected, all events on all tracks intersected by the cursor will be split.

Split Loop

This splits all events at the left and right locator positions.

Range

The items on the Range submenu have the following functions:

Option	Description
Global Copy	This copies everything in the selection range.
Cut Time	Cuts out the selection range and moves it to the clipboard. Events to the right of the removed range are moved to the left to fill out the gap.
Delete Time	The selection range is removed and events to the right are moved to the left to fill out the gap.
Paste Time	Pastes the clipboard data at the start position and track of the current selection. Existing events are moved to make room for the pasted data.
Paste Time at Origin	Pastes the clipboard data back at its original position. Existing events are moved to make room for the pasted data.
Split	Splits any events or parts that are intersected by the selection range, at the positions of the selection range edges.
Crop	All events or parts that are partially within the selection range are cropped, that is sections outside the selection range are removed, leaving only events that are fully inside or outside the selection range.
Insert Silence	Inserts empty track space at the start of the selection range. The length of the inserted silence equals the length of the selection range. Events to the right of the selection range start are moved to the right to "make room". Events that are intersected by the selection range start are split, and the right section is moved to the right.

Select

The items on this submenu have different functions, depending on whether the regular event selection tool (Arrow tool) or the Range Selection tool is selected:

Event selection

Option	Description
All	Selects all events in the window.
None	Deselects all events.
In Loop	Selects all events that are partly or wholly between the left and right locator.
From Start to Cursor	Selects all events that begin to the left of the project cursor.
From Cursor to End	Selects all events that end to the right of the project cursor.
All on Selected Tracks	Selects all events on the selected track.

Range selection

Option	Description
All	In the Project window, this makes a selection that covers all tracks, from the start of the project to the end. In the Sample Editor, this selects the whole clip.
None	Removes the current selection range.
In Loop	Makes a selection between the left and right locator. In the Project window, the selection will span all tracks.
From Start to Cursor	Makes a selection from the start of the project to the project cursor. In the Project window, the selection will span all tracks.
From Cursor to End	Makes a selection from the project cursor to the end of the project. In the Project window, the selection will span all tracks.
Select Event	This item (only available in the Sample Editor) selects the audio that is included in the edited event only.
All on selected tracks	Selects all events on the selected track.
Left Selection Side to Cursor	Moves the left side of the current selection range to the project cursor position.
Right Selection Side to Cursor	Moves the right side of the current selection range to the project cursor position.

Duplicate/Repeat...

- Duplicate creates a copy of the selected event and places it directly after the original.
If several events are selected, all of these are copied “as one unit”, maintaining the relative distance between the events.
- Selecting “Repeat...” from the Edit menu opens a dialog, allowing you to create a number of copies (regular or shared) of the selected event(s).
This works just like the Duplicate function, except that you can specify the number of copies.

Fill Loop

This creates a number of copies starting at the left locator and ending at the right locator. The last copy is automatically shortened to end at the right locator position.

Move to

The following functions are available from this submenu:

Option	Description
Cursor	Moves the selected event to the project cursor position. If there are several selected events on the same track, the first event will start at the cursor, and the following will be lined up end-to-start after the first one.
Origin	Moves the selected events to their original positions, i.e. the positions at which they were originally recorded.
Front/ Back	This function doesn't actually change the position of the events, but moves the selected events to the front or back, respectively. This is useful if you have overlapping events and want to see one that is partially obscured. For audio events, this is an extra important feature, since only the visible sections of events will be played back. Moving an obscured audio event to front (or moving the obscuring event to back) will allow you to hear the whole event on playback. Note that it is also possible to use the “Front” function on the event context menu for this (although this works in a different way).

Convert to Real Copy

This creates a new version of a clip (that can be edited independently) and adds this to the Pool.

Group/Ungroup

You can group several events so that they are treated as a single unit, meaning that if you edit one of the grouped events, all other events in the group are affected as well.
Similarly, you can ungroup the events by selecting “Ungroup”.

Lock.../Unlock

If you want to make sure you don't edit or move an event by accident, you can lock the selected event(s). Locking can affect one (or any combination) of the following properties:

Option	Description
Position	If this is locked, the event cannot be moved.
Size	If this is locked, the event cannot be resized.
Other	If this is locked, all other editing of the event is disabled. This includes adjusting the fades and event volume, processing, etc.

To specify which of these properties should be affected by the Lock function, use the “Lock Event Attributes” pop-up menu in the Preferences (Editing page).

Selecting locked events and choosing “Unlock” will unlock the events.

Mute/Unmute

You can mute (silence) events by selecting them and selecting “Mute”.
Similarly, you can unmute the selected events by selecting “Unmute”.

Automation follows Events

This option can also be activated in the Preferences (Editing page). It is, however, also available on the Edit menu for quick activation and deactivation. When activated, automation events will automatically follow when you move an event or part on a track that contains automation for them. I.e. the automation events that affect an event will be moved along with it rather than remain in a specific position in the project.

Auto Select Events under Cursor

This option can also be activated in the Preferences (Editing page). It is, however, also available on the Edit menu for quick activation and deactivation. When activated, all events on the selected track(s) that are “touched” by the project cursor are automatically selected.

Enlarge Selected Tracks

This option can also be activated in the Preferences (Editing – Project & Mixer page). When activated, the selected tracks in the Project Window are automatically enlarged in height.

Zoom

The following options are available on the Zoom submenu on the Edit menu:

Option	Description
Zoom In	Zooms in one step, centering on the position cursor.
Zoom Out	Zooms out one step, centering on the position cursor.
Zoom Full	Zooms out so that the whole project is visible. “The whole project” means the timeline from the project start to the Length set in the Project Setup dialog.
Zoom to Selection	Zooms in both horizontally and vertically so that the current selection fills the screen.
Zoom to Selection (Horiz.)	Zooms in horizontally so that the current selection fills the screen.
Zoom to Event	This option is available only in the Sample Editor.
Zoom In Vertical	Zooms in one step vertically.
Zoom Out Vertical	Zooms out one step vertically.
Zoom In Tracks	Zooms in selected track(s) one step vertically.
Zoom Out Tracks	Zooms out selected track(s) one step vertically.
Zoom Selected Tracks	This zooms in vertically on the selected track(s) and minimizes the height of all other tracks.

Macros

If you have created Macros, these will be available on the Macros submenu. A Macro is a combination of several functions or commands, to be performed in one go. Macros are set up in the Key Commands dialog.

Project menu

Add Track

Select a track type from the Add Track submenu to add a new track. The “Browse Sounds...” option opens a dialog in which you can search for track presets or VST presets.

Duplicate Tracks

This will create a duplicate (copy) of the selected track.

Remove Selected Tracks

This will remove all selected tracks and any parts or events on them from the Project window.

Hide All Automation

This closes all open automation subtracks.

Pool

This opens the audio Pool, which contains all clips (audio and video) that belong to a project.

Markers

This opens the Marker window. Markers store positions to facilitate quick navigation to important locations in a project.

Tempo Track

This menu item opens the Tempo Track Editor. For tempo based tracks, the tempo can follow the tempo track (activated with the Tempo button on the Transport panel), which may contain tempo changes.

Beat Calculator...

This opens the Beat Calculator window. The Beat Calculator is a tool for calculating the tempo of recorded audio or MIDI material.

Project Setup...

This dialog contains general settings for a project. See the dialog help for specifics.

Auto Fades Settings...

This opens the Auto Fades dialog, where you can specify various fade options. Use the Help button in the dialog for details.

Audio menu

Process

Basically, you apply audio processing by making a selection and selecting a function from the Process submenu. For details about the functions and parameters in the various processing dialogs, use the Help button in the corresponding dialog.

Option	Description
Envelope	The Envelope function allows you to apply a volume envelope to the selected audio.
Fade In/Out	Allows you to set fade-ins and fade-outs.
Gain	Allows you to change the gain (level) of the selected audio.
Merge Clipboard	This function mixes the audio from the clipboard into the audio selected for processing, starting at the beginning of the selection. For this function to be available, you need to have cut or copied a range of audio in the Sample Editor first.
Noise Gate	Scans the audio for sections weaker than a specified threshold level, and silences them.
Normalize	The Normalize function allows you to specify the desired maximum level of the audio. It then analyzes the selected audio and finds the current maximum level. Finally it subtracts the current maximum level from the specified level, and raises the gain of the audio by the resulting amount (if the specified maximum level is lower than the current maximum, the gain will be lowered instead). A common use for normalizing is to raise the level of audio that was recorded at too low an input level.
Phase Reverse	Reverses the phase of the selected audio, turning the waveform “upside down”.
Remove DC Offset	This function will remove any DC offset in the audio selection. A DC offset is when there is too large a DC (direct current) component in the signal, sometimes visible as the signal not being visually centered around the “zero level axis”. DC offsets do not affect what you actually hear, but they affect zero crossing detection and certain processing, and it is recommended that you remove them. It is recommended that this function is applied to complete audio clips, since the DC offset (if any) is normally present throughout the entire recording.
Reverse	Reverses the audio selection, as when playing a tape backwards.
Silence	Replaces the selection with silence.

Option	Description
Stereo Flip	This function works with stereo audio selections only. It allows you to manipulate the left and right channel in various ways.
Time Stretch	This function allows you to change the length and “tempo” of the selected audio, without affecting the pitch.

Hitpoints

This submenu relates to Cubase Essential's special Hitpoint detection functions. This is a special feature that detects transient attacks in audio material and adds a type of marker, a “hitpoint” at each attack. Once the hitpoints have been correctly set, you can slice up the file which amongst other things enables you to change the tempo without affecting pitch.

The submenu contains the following items:

Option	Description
Calculate Hitpoints	Invokes the hitpoint calculation in the Sample Editor.
Create Audio Slices from Hitpoints	Slices the event according to the hitpoints and adjusts the tempo of the loop to the current project tempo.
Create Markers from Hitpoints	Creates markers (on the Marker track) according to the hitpoints.
Divide Audio Events at Hitpoints	Splits the event into several events, according to the hitpoints.
Remove Hitpoints	This removes all hitpoints.

Advanced

The Advanced submenu contains the following items:

Option	Description
Set Tempo from Event	Adjusts the project tempo to the tempo detected in the edited loop.
Close Gaps	Applies time stretch to close the gaps between slices (typically when the project tempo is lower than the loop tempo).
Stretch to Project Tempo	Stretches the selected event(s) to fit the project tempo. Requires that hitpoints have been calculated for the event(s).
Delete Overlaps	Used when recording audio in Cycle Recording mode. In this mode, each take (cycle lap) ends up on a separate lane on the track in the Project window. After editing the takes (composing a “perfect take” for example), you can select Delete Overlaps to return the separate takes to a single lane and remove all overlapped material – e.g. only the material that will be played back will be visible in the Project window.

Events to Part

This allows you to create a part from selected audio events.

Dissolve Part

This menu item dissolves a selected audio part and makes any audio events it contains appear as independent objects on the track.

Snap Point to Cursor

This allows you to set the snap point to the current cursor position.

Bounce Selection

This allows you to create either a new clip or a new audio file from a selection.

Find Selected in Pool

This can be used to quickly find the clips in the Pool for events selected in the Project window. When this menu item is selected, the Pool opens with the corresponding clip(s) highlighted.

Update Origin

The original start position where a clip was recorded in the project is shown in the Pool's "Origin Time" column. As this value can be used as a basis for the "Insert into Project" Media menu item (and other functions), you can change it if desired. This can be done by selecting the corresponding clip in the Pool, moving the project cursor to the new position and selecting this menu item.

Crossfade

This allows you to create a crossfade between two selected consecutive audio events.

- If the two events overlap, the crossfade will be applied to the overlapping area.
- If they do not overlap (but their respective audio clips do), the events are resized and a crossfade is applied in the overlapping range.

Remove Fades

This will remove any fades or crossfades from a selected event.

Open Fade Editor(s)

This opens the Fade dialog for a selected event. Note that this will open two dialogs if the event has both fade-in and fade-out curves.

Adjust Fades to Range

This allows you to adjust a fade area according to a range selection.

Offline Process History...

This opens the Offline Process History dialog. In the dialog you can remove some or all processing previously applied to a clip. See the dialog help for details.

Freeze Edits...

This allows you to make any processing or applied effects permanent for a clip.

MIDI menu

Open Key Editor

This opens the Key Editor for the selected MIDI part(s) or track(s). This editor consists of a piano-roll type graphic interface, with the notes shown as boxes in a grid.

Scores

This opens a submenu, allowing you to open the Score editor and containing several Score Editor functions. The Score Editor shows MIDI notes as a musical score.

Open Drum Editor

This opens the Drum Editor which is designed especially for editing drum and percussion tracks.

Open List Editor

This opens the List Editor. In this editor, MIDI notes, controllers and other events are shown in a list.

Over Quantize

Quantizing is a function that automatically moves recorded notes, positioning them on exact note values. This quantizes the selected MIDI parts or notes, according to the current Quantize pop-up menu setting.

Iterative Quantize

Instead of moving a note to the closest quantize grid position, Iterative Quantize moves it only part of the way. You specify how much the notes should be moved towards the grid with the Iterative Strength setting in the Quantize Setup dialog.

Quantize Setup...

In the Quantize Setup dialog you can make various quantize settings.

Advanced Quantize

Option	Description
Quantize Lengths	This will quantize the length of the notes without changing their start positions. At its most basic level, this function will set the length of the notes to the Length Quantize value on the toolbar of the MIDI editors.
Quantize Ends	The Quantize Ends function on the Quantize submenu will only affect the end positions of notes. Apart from that, it works just like regular quantizing, taking the Quantize pop-up menu setting into account.
Undo Quantize	You can revert the selected MIDI notes to their original, unquantized state at any time. This is independent from the regular Undo History.
Freeze Quantize	There may be situations when you want to make the quantized positions "permanent". For example, you may want to quantize notes a second time, having the results based on the current quantized positions rather than the original positions. To make this possible, select the notes in question and use this function.

Transpose...

This opens the Transpose dialog, where you can make transpose settings for selected notes.

Freeze MIDI Modifiers

This function applies all filter settings to the respective track and takes the result as the new standard.

Dissolve Part

This item has two uses:

- To separate events according to MIDI channel when a MIDI Part contains events on different channels (MIDI channel "Any").
- To separate MIDI events according to pitch. Drum tracks typically have separate drum sounds for each pitch.

O-Note Conversion

This function (only available if a drum map has been assigned for the MIDI track) goes through the selected MIDI part(s) and sets the actual pitch of each note according to its O-note setting. This is useful if you want to convert the track to a "regular" MIDI track (with no drum map) and still have the notes play back the correct drum sound.

Functions

Option	Description
Legato	Extends each selected note so that it reaches the next note. You can specify the desired gap or overlap with the "Legato Overlap" setting in the Preferences (Editing page).
Fixed Lengths	Resizes all selected notes to the length set with the Length Quantize pop-up menu on the MIDI Editor toolbar.
Delete Doubles	Removes double notes, i.e. notes of the same pitch on the exact same position. Double notes can occur when recording in Cycle mode, after Quantizing, etc. This function always affects whole MIDI parts.
Delete Controllers	Removes all MIDI controller events from the selected MIDI parts. This function always affects whole MIDI parts.
Delete Continuous Controllers	Removes all continuous MIDI controller events from the selected MIDI parts. On/Off events, such as sustain pedal events, are not removed. This function always affects whole MIDI parts.
Delete Notes...	Allows you to delete very short or weak notes. This is useful for automatically removing unwanted "ghost notes" after recording. Selecting "Delete Notes..." opens a dialog in which you set up the criteria for the function.
Restrict Polyphony	Selecting this item opens a dialog in which you can specify how many "voices" should be used (for the selected notes or parts). Restricting the polyphony this way is useful when you have an instrument with limited polyphony and want to make sure all notes will be played. The effect is achieved by shortening notes as required, so that they end before the next note starts.
Pedals to Note Length	This function scans for sustain pedal on/off events, lengthens the affected notes to match the sustain pedal off position, and then removes the Sustain Controller on/off events.

Option	Description
Delete Overlaps (mono)	This function allows you to make sure that no two notes of the same pitch overlap (i.e. that one starts before the other ends). Overlapping notes of the same pitch can confuse some MIDI instruments (a new Note On is transmitted before the Note Off is transmitted). This command can then be used to automatically rectify the problem.
Delete Overlaps (poly)	This function shortens notes when required, so that no note begins before another ends. This happens regardless of which pitch the notes have.
Velocity...	Opens a dialog that allows you to manipulate the velocity of notes in various ways.
Fixed Velocity	This function sets the velocity of all selected notes to the Insert Velocity value on the toolbar in the MIDI Editors.
Thin Out Data	This thins out your MIDI data. Use this to ease the load on MIDI devices if you have recorded very dense controller curves etc.
Extract MIDI Automation	This option allows you to automatically convert continuous controller data of a MIDI part into MIDI track automation data.
Reverse	This inverts the order of the selected events (or of all events in the selected parts), causing the MIDI music to play backwards. Note though, that the effect is different from reversing an audio recording. With MIDI, the individual notes will still play as usual in the MIDI instrument – it's only the order of playback that is changed.

Logical Presets

This submenu contains various presets that let you perform advanced “search and replace” operations on MIDI data.

Drum Map Setup...

This is where you load, create, modify and save drum maps. The list to the left shows the currently loaded drum maps; selecting a drum map in the list displays its sounds and settings to the right.

Insert Velocities...

All MIDI editors feature an Insert Velocity pop-up, where one of five different velocity values can be selected when inserting notes. This menu item allows you to specify which five velocity values should be available on the Insert Velocity pop-up menu.

Reset

This function sends out note-off messages and resets controllers on all MIDI channels. You can use this if you experience hanging notes or stuck controllers etc.

Media menu

Open Pool Window

Opens the Pool.

Open MediaBay

Opens the MediaBay.

Open Loop Browser

Opens the Loop Browser.

Open Sound Browser

Opens the Sound Browser.

Import Medium...

The Import Medium dialog is used for importing files directly into the Pool.

Import Audio CD...

This opens a dialog that allows you to import audio from audio CDs.

Find Missing Files...

This opens the Resolve Missing Files dialog that can be used to find referenced files that may have been moved or renamed etc.

In the dialog that appears, decide if you want the program to try to find the file for you (Search), if you want to do it yourself (Locate) or if you want to specify in which directory the program should search for the file (Folder).

Remove Missing Files

If the Pool contains audio files that cannot be found or reconstructed, you may want to remove these:

Select this item to remove all missing files from the Pool (and remove their corresponding events from the Project window).

Reconstruct

If a missing file cannot be found (e.g. if you have accidentally deleted it from the hard disk), it will normally be indicated with a question mark in the Status column in the Pool. However, if the missing file is an edit file (a file created when you process audio, stored in the Edits folder within the project folder), it may be possible for the program to reconstruct it by recreating the editing to the original audio file.

Convert Files...

This opens the Convert Options dialog which operates on selected files. Use the pop-up menus to specify which audio file attributes you want to keep and which you want to convert.

Conform Files...

This will change all selected files that have different file attributes to what is specified for the project, to conform to this standard.

Generate Thumbnail Cache

This generates a thumbnail cache of the video, used for display in case of strained computing resources.

Create Folder

This allows you to create a new audio or video subfolder.

Empty Trash

To delete a file permanently from the hard disk, it must first be moved to the Trash folder. When clips are in the Trash folder they can be removed permanently by using this command.

Remove Unused Media

This function finds all clips in the Pool that are not used in the project, and either moves them to the Pool Trash folder where they can be permanently deleted, or removes them from the Pool.

Prepare Archive...

This command should be used when you want to archive a project. It checks that every clip referenced in the project is located in the same folder.

Set Pool Record Folder

This is used to designate a new Pool Record folder. Select the folder, and choose this command to change the Pool Record folder to the selected folder.

Minimize File

This allows you to change the size of audio files according to the audio clips referenced in a project. The files produced using this option will only contain the audio file portions actually used in the project, which can significantly reduce the size of the project (given that large portions of the audio files are unused).

New Version

This allows you to create a new version of a selected clip. The new version appears in the same Pool folder, with the same name but with a “version number” after it, to indicate that the new clip is a duplicate. The first copy made of a clip will logically get the version number “2” and so on.

⇒ Copying a clip does not create a new file on disk, but just a new edit version of the clip (referring to the same original file).

Insert into Project

This allows you to insert clips selected in the Pool into the project, at the current cursor position or at the clip’s Origin position.

Select in Project

With this function you can find out which events in the project refer to a particular clip in the Pool. Select the clip in the Pool, and use this menu item. The corresponding event(s) will then be selected in the Project window.

Search Media...

You can perform a search of the Pool to locate particular clips. You can specify various criteria to match in the dialog that appears.

Transport menu

Transport Panel

This opens the Transport panel.

Locators to Selection

This will set the locators to encompass the current selection or selection range.

Locate Selection

This moves the project cursor to the start of the current selection or selection range.

Locate Selection End

This moves the project cursor to the end of the current selection or selection range.

Locate Next Marker

This moves the project cursor to the next marker position.

Locate Previous Marker

This moves the project cursor to the previous marker position.

Locate Next Event

This moves the project cursor to the next event start or end on the selected track.

Locate Previous Event

This moves the project cursor to the previous event start or end on the selected track.

Play from Selection Start/End

This activates playback from the beginning or end of the current selection.

Play until Selection Start/End

This activates playback two seconds before the start or end of the current selection and stops at the selection start or end, respectively.

Play until Next Marker

This will activate playback from the current project cursor position to the next marker and stop.

Play Selection Range

This will play back the current selection range and stop at the end.

Loop Selection

This will loop playback of the current selection range.

Use PreRoll

When this is activated and you start playback or recording, Cubase Essential will “roll back” a bit before starting.

Use PostRoll

When this is activated, Cubase Essential will play back a short section after automatic punch-out.

Start Record at Left Locator

If this is activated, the project cursor will jump to the left locator position and begin recording when you hit the Record button. If this is off (unticked), recording will start directly from the current project cursor position.

Metronome Setup...

Opens the Metronome Setup dialog where you can make various metronome settings.

Metronome On

Activates the metronome.

Precount On

Activates precount – a count-in that will be heard when you start recording from stop mode and the metronome is activated. This can also be activated on the Transport panel. You can specify the number of precount bars in the Metronome Setup dialog.

Project Synchronization Setup...

Opens a dialog where settings relating to synchronization can be made.

Use External Sync

Activates synchronization.

Retrospective Record

Performs retrospective MIDI recording. If the Retrospective Record function is enabled in the Preferences (Record–MIDI page), and a MIDI track is record enabled, any MIDI notes you play in stop mode or during playback are captured in buffer memory. If you then select Retrospective Record, the MIDI notes you played – i.e. the contents of the buffer memory – are turned into a MIDI part on the record enabled MIDI track. The MIDI part will appear where the cursor was when you started playing.

Devices menu

Time Display

This opens a separate window showing the time display. This is a larger view of the time display in the Transport panel, showing the position of the project cursor in the selected primary time format.

MIDI Device Manager

The MIDI Device manager allows you to install MIDI devices. You can either select pre-configured MIDI devices from a list, or define a device from scratch.

Mixer

This opens the Mixer. All audio, MIDI, FX channel and Group tracks in a project have a corresponding channel strip in the Mixer, as do Output busses and any activated VST Instruments and ReWire channels.

Plug-in Information

The Plug-in Information window lists all installed VST and MIDI plug-ins, and shows various information about them.

VST Connections

Opens the VST Connections window. This where you set up Input and Output busses to route the audio between your audio hardware and Cubase Essential in various channel configurations (mono and stereo).

VST Instruments

Opens the VST Instruments window, where you can select up to 16 VST Instruments. When a VST Instrument has been selected for a slot in the window, the corresponding instrument is selectable as a destination on the MIDI output pop-up for MIDI and Instrument tracks.

VST Performance

This window indicates the current CPU load and disk transfer rate.

Video

Opens the default video player. The default video player is selected in the Device Setup dialog.

Show Panel

Opens a panel where you can directly select any of the currently available devices on the Device menu.

Device Setup...

This dialog allows you to add or remove remote control devices and to make various basic settings for audio and MIDI such as selecting ASIO drivers and MIDI ports etc.

Window menu

Close

Closes the currently active window. If the active window is a Project window, the project will be closed.

Close All

Closes all windows including all open projects.

Minimize All

Minimizes all windows.

Restore All

Restores all minimized Cubase Essential windows.

Tile Horizontally/Vertically (Windows only)

Arranges the open windows next to each other on screen.

Cascade (Windows only)

Arranges the open windows in a partially overlapping pattern.

Windows...

Opens a dialog where you can manage and make settings for all open windows.

The open windows list

Selecting a window from the list at the bottom of the menu brings it to front.

Help menu

Documentation (Acrobat PDF format)

⇒ To read these documents, you need to have a suitable PDF reader application. An installer for Adobe Reader ist provided on the program DVD.

Option	Description
Getting Started	Opens the Getting Started book in Acrobat pdf format.
Operation Manual	Opens the Operation Manual in Acrobat pdf format.
Remote Control Devices	Opens the separate pdf document describing the MIDI remote control devices supported by Cubase Essential.
Plug-in Reference	Opens the separate pdf document containing descriptions of the included plug-in audio effects, MIDI effects, HALionOne, and their parameters.
Menu Reference	Opens the Menu Reference (the document you have in front of you) in Acrobat pdf format.

Registration

When you click this item, the Steinberg web page is opened, where you can register your product. An active internet connection is required.

Credits and Copyrights

Lists credits and copyright information and opens the Steinberg web site.

About Cubase Essential

⇒ Under Mac OS X, this menu item is accessed from the Cubase Essential menu.

This opens a window with information about the Cubase Essential version number etc.